



Sir John Thursby Community College



Candidate Information Pack Cover Supervisor

Welcome from the Headteacher

Dear applicant,

I am delighted to welcome you to our thriving and popular school. We are incredibly proud of our students, community, staff and curriculum and we are excited by this appointment. As Headteacher, I am looking to further strengthen our already well established and effective team who secured an extremely positive inspection in April 2023 and continue to show real ambition for the needs of our students and their families.

Our school is characterised by the way we treat our people and through our core values of Ambition, Respect and Belonging. We believe that all members of our school community should be known, valued and loved and we expect all to share this commitment. We are committed to the professional development of our staff, high standards and ambition for our students alongside respect and kindness for all in our SJT family. We are looking for someone who is able to live out these values.

At SJT we value our staff and have worked hard enable all staff to have a good work-life balance in a supportive working environment. In our last staff survey over 97% of staff were both happy working at SJT and proud to be part of the team. We are committed to supporting well-being and development of all our colleagues. We would welcome discussions about flexibility around the advertised role and would be keen to make achievable adjustments for the right candidate.

We encourage visits to our thriving school at your convenience and I would be delighted to welcome you and show you around. Please contact Susan Rigg (s.rigg@sirjohnthursby.lancs.sch.uk) to arrange a convenient appointment.

I am excited about the scope of this post. If you like what you have read, and you feel you align with our values, we look forward to hearing about what you can bring to SJT on our journey to excellence.

Matt Renshaw
Headteacher

Cover Supervisor

32.5 hours per week (8:15–15:15 Mon-Fri) TTO + 1 week

Grade 6 Actual Salary £20,786 - £23,681pa

To start: ASAP

“We are characterised by how we treat our people”

We are incredibly proud of our ambitious, curriculum focused, research-driven school. Our vision is built around the principles of ambition, respect and belonging and we have a strong commitment to the development of our staff as outstanding professionals.

This is an outstanding opportunity for a suitably experienced individual to join a successful and welcoming school. We are seeking to appoint an enthusiastic, flexible and proactive person to supervise whole classes for short-term teacher absence and general classroom support. We are looking for someone who can support learning and motivate & engage students.

A high level of education, including A* - C (or equivalent) in GCSE English and Maths, along with relevant experience or an appropriate, recognised qualification such as NVQ Level 3 is essential.

This is a great opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school.

The successful candidate will fully embrace our ethos of Ambition, Respect and Belonging whilst bringing fresh ideas that will build on current strengths and achievement. A core pillar of our “belonging” ethos is that all in our community are known, valued and loved. We want all staff to share this commitment.

For an application pack please:

- download from the college website: www.sirjohnthursby.lancs.sch.uk
- or telephone 01282 682313
- or email recruitment@sirjohnthursby.lancs.sch.uk

Send your completed Application form (only the version attached) stating which post you wish to apply for to: **recruitment@sirjohnthursby.lancs.sch.uk**

Closing date: 9am Monday 8th September 2025

Shortlisting: Wednesday 10th September 2025

Interviews: Friday 19th September 2025

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council

Job description for the post of: **Cover Supervisor (TA3)**

Directorate: Children and Young People			Location:	Sir John Thursby Community College	
Establishment or team:		Sir John Thursby Community College		Post number:	
Grade:	6 Pt 11 - 19	Line manager:	Assistant Headteacher – Ambition Curriculum Impact	Car user:	N/A
Staff responsibility: N/A			Number of staff directly supervised: N/A		

Job Purpose:

The role of Cover Supervisor is to support the operational management of the college by providing classroom cover as necessary.

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts.

Main Duties:

- Supervise work that has been set.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Assist pupils to undertake set activities as appropriate.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Supervise pupils on visits, trips and out of school activities as required.
- Attend and participate in meetings.
- To take part in professional development.
- To monitor own work and take an active part in auditing and developing the role, within the context of the College Improvement Plan.
- To undertake tasks as agreed necessary by the Headteacher.

All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities.

Prepared by:

Headteacher

Date:

April 2025

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person Specification:
Title of post: Cover Supervisor – TA3 Grade 6

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications 4 GCSEs Grade A*-C (or equivalent) including Maths & English NVQ level 3 qualification (or equivalent)	E E	Original Certificates Application form/ Interview/reference
Experience Experience of working with young people Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	E E D D	Application form/ interview/reference
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Administrative skills Knowledge of National curriculum Knowledge of numeracy and literacy strategies Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work	E E E E E E E E E E E E E E E	Application form/ interview/reference



Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Other Commitment to safeguarding and protecting the welfare of children and young people. Commitment to equality and diversity Commitment to Health & Safety Commitment to attendance at work Commitment to undertake in-service development	E E E E E	Interview
Prepared by: Headteacher		Date: April 2025
Note: We will always consider your references before confirming a job offer in writing.		

Employee Benefits - Why Choose Sir John Thursby Community College

- A commitment to staff wellbeing, development, training and support.
- Modern, facilities managed, school building with excellent facilities for learners and colleagues
- Smart boards and visualizers in every classroom to support high quality teaching and learning
- Generous non-contact time with **20% for MPS/UPS teachers**
- Well planned school calendar to support professional and personal life balance
- Family friendly employer with opportunities for flexible working, including part-time, job share, term-time working – dependant on your job role and business need
- Access to a **high quality CPD programme** focussing on key areas of implementation based on the latest Educational Research and planned around the EEF guidance on professional development.
- Opportunities to access **external courses and training**
- Membership of The National College for all staff
- High quality induction, support and training for Early Career Teachers
- 'Welcome to SJT' induction day to ensure you feel 'first day ready' with on-going 'on boarding' follow up
- Disaggregated INSET to support long weekend in November to rest and recharge
- Pension: Membership of the Teachers' Pension Scheme (TPS) with employer contributions of 23.68% or the Local Government Pension Scheme (LGPS) with generous employer contribution
- Positive climate for learning around school supported through our brilliant basics and behaviour policy
- Proactive, supportive and visible Leadership Team to support the climate around school
- Great Pennine location with good transport links both cross country and the motorway as well as public transport options
- Automatic annual pay progression for all teachers
- Staff commendation programme
- Access to free mental health and wellbeing support along with access to the LCC Employee health & wellbeing website and digital health and wellbeing platform - Optimise
- Opportunity to earn additional income and access complimentary lunch through lunch time duties
- Occupational Health Service
- Occupational sick pay scheme
- Cycle to work scheme
- Free car park
- Onsite catering facilities with complimentary morning coffee shop
- Staff discount scheme (in partnership with Vivup) gives employees access to a huge range of discounts across the UK's major retailers including supermarkets, technology, fashion, travel and much more!
- A long service award scheme
- Free annual flu vaccine

STRATEGIC VISION AND VALUES 2025 - 2028



OUR STRATEGIC PRIORITIES "WE WILL"

1. Deliver a well-structured, knowledge-based and research-driven curriculum
2. Invest in the development of high literacy levels
3. Ensure that all students benefit from mixed-attainment teaching
4. Accurately assess to address gaps in learning
5. Achieve high standards of respectful behaviour
6. Invest in impactful and transformational leadership at all levels, taking the actions that make the biggest difference
7. Ensure we recruit, train and retain high-quality professionals

OUR VALUES

- We are **ambitious** for our students
- We **value and invest** in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are **known, valued and loved**
- Our families play a key role in supporting our students to be successful
- We ensure our curriculum includes opportunities outside the classroom
- All of us at SJT have the capacity to improve what we do

MEASURES OF OUR SUCCESS

AMBITION

We will have academic outcomes in the top 20% of schools and ensure all our students can access high-quality apprenticeships, degrees or training.

RESPECT

Our students will behave well, leading to teachers being able to deliver exciting and engaging lessons and experiences linked to our ambitious curriculum. We will maintain a commitment to well-being, workload, research and career progression for staff.

BELONGING

We will be characterised by how we treat, train and develop our people. Our team will be empowered to make a difference.



Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to recruitment@sirjohnthursby.lancs.sch.uk

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link
- [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313
www.sirjohnthursby.lancs.sch.uk